Reporting Applied Technology Data on SIS 2000+

There are basically two sets of reporting requirements specified by USOE Applied Technology Education Services. One asks for class counts and calculated membership days of students enrolled in specific applied technology classes. This information is used for funding purposes. The other is statistical information used for State and Federal reporting. This document does not distinguish between the two, but concentrates on issues related to recording all required applied technology data on SIS 2000+ prior to the reporting deadlines. The completed information is uploaded to USOE DCS at the end of the school year through the Clearinghouse upload. It is then re-formatted into two different file structures before being passed to the Applied Technology Department.

Some of the required information is available due to the fact that it is collected for other programs as well. Obviously, school year, district number, and school number are available without any special update by the user. From the Enrollment Screen, the following items are available for user input: local student number, social security number, student last name, first name, middle initial, birth date, gender, current grade level, ethnicity, and home telephone number (required for 12th grade students, but optional for others). In addition, high school completion for 12th grade students is automatically generated by the system. All of the above information is typically entered by the school registrar and, therefore, does not have to be entered separately by applied technology personnel.

Academically disadvantaged students are those with a cumulative GPA of less than 2.0. This information is generated by the system based on classes and grades entered into the mark reporting and academic history screens. Again, no special effort is needed on the part of applied technology personnel.

The identification of students who are economically disadvantaged, limited English proficient (LEP), or disabled (special education) may or may not fall to applied technology personnel depending on whether someone has already been identified in the district or school to enter this information. In most cases, districts already have people assigned to enter this data, but it would be important for the district applied technology director to confirm this fact. In the unlikely case that these fields are not already being entered by others, special training and documentation may be provided to applied technology personnel.
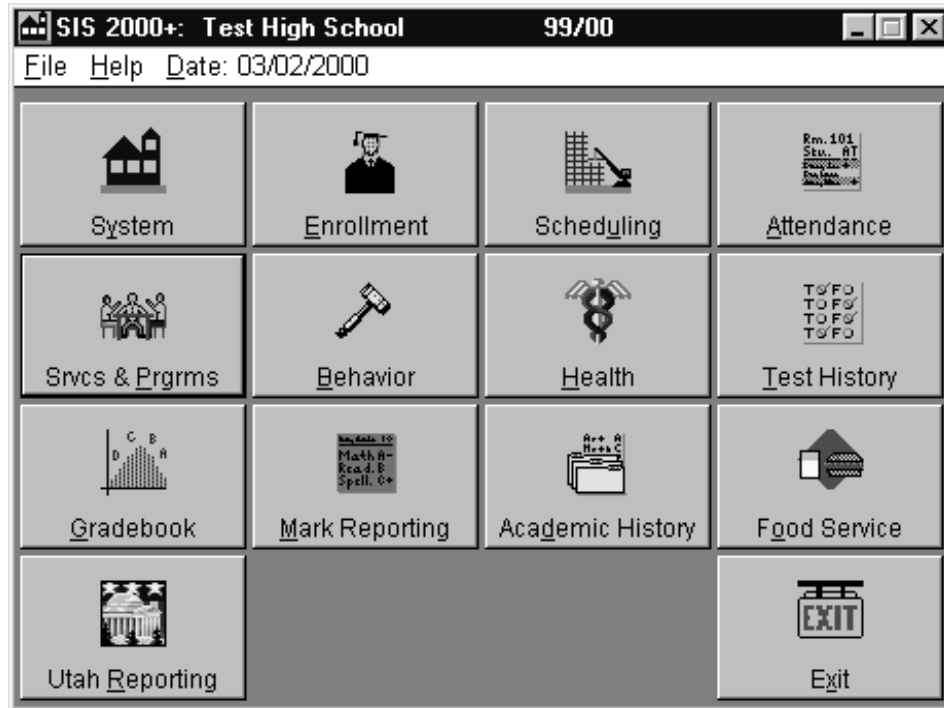
The entry of a Cipcode that uniquely identifies a course as an applied technology course is generally well understood by counselors, principals, registrars, and the district data processing coordinator. The course numbers and descriptions are coordinated through the district personnel, so applied technology personnel should check with these individuals to make sure that classes needing the appropriate Cipcode are recognized by them. In addition, at least two different Utah reports print out the Cipcode, so if it is not present or is incorrect, it is easy to bring it to the district data processing coordinator's attention. These reports are: STD01101–Applied Technology Student Listing and Course Enrollment, and ATT00601–Class Attendance/Membership by Term.

Enrollment and membership data for students enrolled in applied technology courses is automatically generated as a result of the normal scheduling, mark reporting, enrollment, and attendance modules that schools use in SIS 2000+. Applied technology is simply the recipient of this data without any special attention.

The following fields definitely will fall to applied technology personnel to enter or they will likely not get completed: concentrator codes and the identification of tech prep students. The school registrar could enter this data, but someone would have to provide that individual with the list of students who fall into these categories.

If definitions or clarifications are needed as to the meaning of concentrator codes (areas of concentration) or tech prep, please see your school or district applied technology director. **The field and format for concentrator code is the same as was originally called the SEOP Goal (Career Plan), and the tech prep field uses the same code that was used for Incarcerated (only the title is changed)**. See the Miscellaneous Instructions at the end of this document or call your DCS Education Specialist if you need help implementing these changes.

To enter concentrator information, go to **Enrollment/Student Editor/Miscellaneous tab** for the selected student (see examples that follow). Select Edit. Under the **Career Plan drop down box**, choose the appropriate concentrator code to click on, then choose Save. For all practical purposes, career plan and area of concentration mean the same.

Enrollment Menu

- Profile
- Student Editor
- Activities
- Assign Couns
- Locker Editor
- Student Lockers
- No Show
- Reports
- Quit

Student Editor - Test High School

File   Help   Date: 03/30/2000

NAME - Last Abet   **First** Clarence   Middle George   Sfx

Student ID 2536   **Gender** Male   **Ethnicity** American Indian/Alaskan

| General | Addresses | Misc. | Other | Contacts | Boundary | Enrollment | Picture |

Counselor

Restricted Information `<Unset>`

Home Language `<Unset>`

Primary Language `<Unset>`

Career Plan

| 010000 Agri. Business/Production |
| 020000 Agriculture Sciences |
| 030000 Conservation/Ren. Res. |
| 080000 Marketing Oper./Dist. |
| 100000 Communications Tech. |
| 110000 Computer/Info. Tech. |
| 120000 Personal/Misc. Services |

Graduation Requirement

Registration Date ...udent ☐

Graduation Year ...nked ☐

Email

URL

|◄ ◄ Find List Enter Status **Done** Save **Quit** ► ►|

The completed screen appears as follows:

To enter a "Tech Prep" designation, select **Srvcs & Prgrms** from the main menu (previously shown), then **Program History**:

Student Program History - Test High School ☒

Program

[   ] ▾

[**OK**]   [**Cancel**]
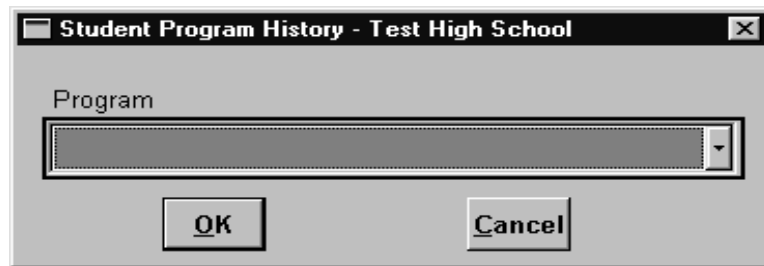
Select the student in question, then click on Add. The following screen appears.

Student Program History - Test High School ☒

Program

ZZ-ATE Tech Prep	▾
T1R-Title 1 Reading	▲
YFT-Full Time Youth-in-Custody	
YHT-1/2 Time Youth-in-Custody	
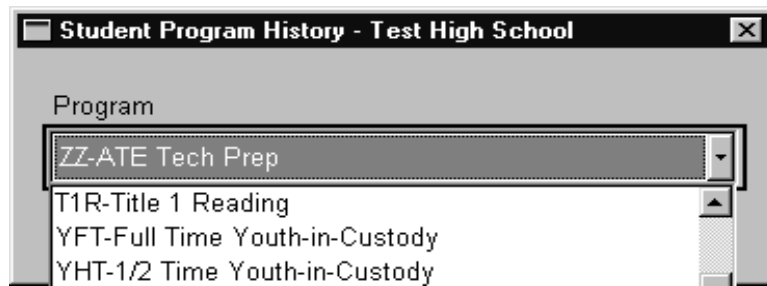
From the drop down box, scroll down until "ATE Tech Prep" appears. Click Ok.

From the next screen that appears, enter an entry date and the default entry code (Program Entry). Then choose Save.

Student Program History - Test High School

File Sort Help Date: 03/03/2000

Student Name	M/F	Birthdate	Age	Grade
Abet, Clarence George [2536]	M	03/08/1983	16	11

Group
Currently active students

Track/School/Year	Advisor	Entry	Exit
A 708 1999/00	<Unassigned>, <Unas	03/03/2000	/ /

| General | Custom | Recommendations | Tests |

Program ZZ-ATE Tech Prep

Entry Date 03/03/2000   Entry Code P-Program Entry

Exit Date [   ]   Exit Code <Unset>

Status <Unset>   Service Time 0.00

Instructional Setting <Unset>   Time Unit <Unset>

Remarks [   ]

Last Changed By AdmSy   Changed Date 03/03/2000

Print Find List Delete Undo Add Save Quit

The completed record will appear as follows:

If the information is a mistake (wrong student, etc.), pressing the delete key will allow the

record to be deleted. It is also possible to withdraw the student from this "program" (use Edit), but the school would not want to do this until after the year has been completed if this information is to be included on the year-end report and upload.

Miscellaneous Instructions

For district personnel who wish to update the Career Plan field with new concentrator codes, go to the **Scheduling** module, select **Mass Scheduling**, and then select **Career Plan**. From here, click on New (not Add). Key in the 6-digit number, then one space, then the title of the concentrator code, and then click on Add. Corrections to a concentrator code can only be made by using Delete and then New.

To change "Incarcerated to "Tech Prep," go to the **Srvcs & Prgrms** module, then **Special Programs**, find ZZ-Incarcerated, click on Edit, then retype to show "ZZ-ATE Tech Prep." After changing, click Done, then Quit.

The following table represents the current ATE approved concentrator codes (4/5/00):

010000 Agri. Business/Production
020000 Agriculture Sciences
030000 Conservation/Nat. Res.
080000 Marketing Operation/Dist.
100000 Communications Tech.
110000 Computer/Info. Technology
120000 Personal/Misc. Services
120403 Cosmetology/Barbering
120506 Meat Cutting
150000 Engineering Related Tech.
200000 Voc. Home Economics
210000 Technology Education
430000 Protective Services
460000 Construction Trades
470000 Mechanics and Repairers
480000 Precision Prod. Trades
490000 Transportation/Mat. Mover
500000 Visual Arts
510000 Health Prof./Related Sci.
520000 Bus. Mgt. and Adm. Srvcs.

For district personnel who wish to update the CIP Code fields, go to the **System** module, click on **Table Editor**, and find **CIP Codes** (zcip). From there, click on <u>Add</u>. This allows you to add new approved CIP codes, and it opens up the <u>Delete</u> capability if necessary. Please note that in the example on the following page, the approved code is entered in the first column (cipc), but USOE has chosen to repeat that number on the description line so that it will appear with the description when adding this code to an applied technology class in the **District Courses** module. Please note that <u>the CIP code "flags" the applied technology class</u> itself, while a <u>concentrator code</u> chosen from the above list <u>applies to the student's individual goal</u>.

Table Editor - Test High School

File   Help   Date: 04/05/2000

Table: CIP codes

zcip   [Find]

Cipc	Descript	Speedexprs	Snhide	Snsort
521214	521214 CERTIFIED NETWORK ADMINIS	☐	☐	1
521234	521234 TELECOMMUNICATIONS (10-12	☐	☐	1
529901	529901 EXPLORATORY WORK-BASED LE	☐	☐	1
529902	529902 RELATED WORK-BASED LEARNI	☐	☐	1
529903	529903 CAREER APPRENTICESHIP STA	☐	☐	1
		☐	☐	0

[Print] [Check] [Ck All] [Delete] [Undo] [Add] [Save] [Quit]